
DEALING WITH EMERGENCIES

CONTINUITY OF OPERATIONS PLANNING

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The mission of the Indiana Courts Continuity of Operations Planning Program (COOP) is to ensure that all essential functions of trial courts, appellate courts and Supreme Court agencies continue with minimal disruption during an emergency. The objectives of the program are to address: (1) mitigation of risk through preemptive measures taken in advance to reduce the likelihood that essential functions are interrupted, and (2) quick recovery from the impact of a disaster through reactive plans to recover interrupted essential functions.

The website for the continuity of operations planning is

<http://www.in.gov/judiciary/admin/3206.html>. Information at this website includes:

- A model plan that may be used or modified to create a Continuity of Operations Plan;
- Links to several available emergency preparedness resources;
- Information concerning Indiana Administrative Rule 17. The rule allows trial courts to petition the Indiana Supreme Court during an emergency situation to obtain relief from time limits set up in the trial rules and statutes of limitations. Additional information on Administrative Rule 17 is available in the subsection entitled, Emergency Petitions for Administrative Orders, at <http://www.in.gov/judiciary/admin/files/pubs-trial-court-47-emergency-petition-administrative-orders.pdf>.

The links to emergency preparedness resources that are available at the website include:

- Asset preservation and salvage;
- Emergency management;
- Influenza and other epidemics;
- Telecommunications;
- Weather resources.

The Indiana Archives and Records Administration also has a useful website, <http://www.in.gov/iara/2780.html>, that will help to protect records from disasters, and it also includes instructions on how to report a disaster.

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